Section Four

Jobs Creation

The user will learn how to create new jobs and edit existing jobs in the OPUS database in this section.

Jobs Creation 86

Re-Weatherized Residence Search Procedure 87

New Job 89

Move Job 93

Move Household to Vacant Residence 100

Edit Job 108

Update Job Costs 109

Job Reports (Examples)

- Funding Summary 112
- Weatherization Client Report 113
- Weatherization Job Report 114

All SSNs throughout this manual have be covered for confidentiality purposes even though the test database was used.

Create/Edit Jobs

Setup:

Starting on the 'Household View' Screen.

1. Click the 'Residence View' link on the 'Left Nav Bar' or from the 'Main Menu' under 'Client' *(reference figure 4-1)*.

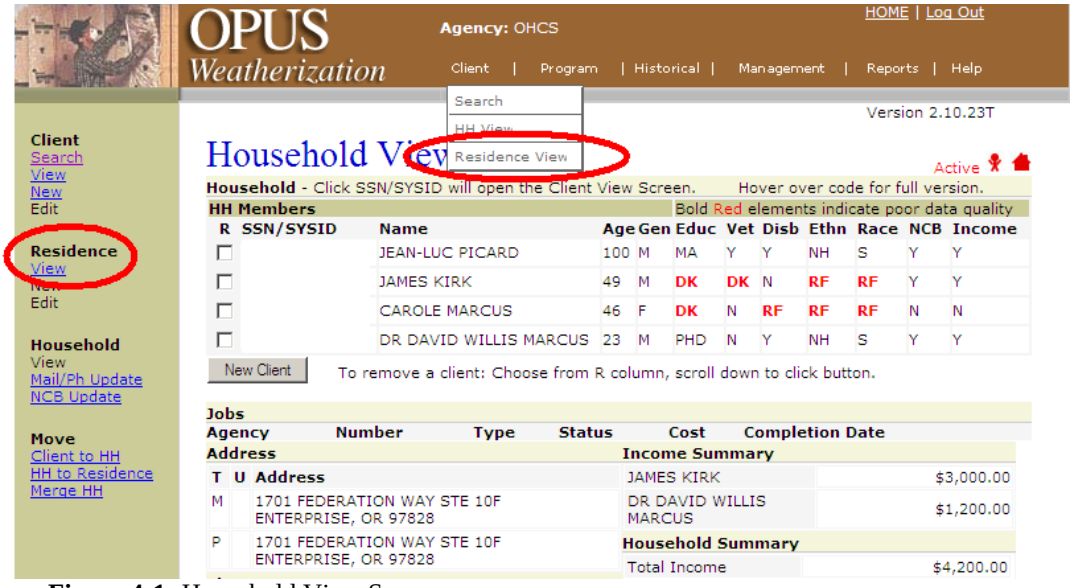

OPUS
Weatherization
Agency: OHCS
HOME | Log Out
Client | Program | Historical | Management | Reports | Help
Search
HH View
Residence View
Version 2.10.23T
Client
Search
View
New
Edit
Residence
View
Edit
Household
View
Mail/Ph Update
NCB Update
Move
Client to HH
HH to Residence
Merge HH
Household View
Active
Household - Click SSN/SYSID will open the Client View Screen.
Hover over code for full version.
HH Members
Bold Red elements indicate poor data quality
R SSN/SYSID Name Age Gen Educ Vet Disb Ethn Race NCB Income
JEAN-LUC PICARD 100 M MA Y Y NH S Y Y
JAMES KIRK 49 M DK DK N RF RF Y Y
CAROLE MARCUS 46 F DK N RF RF RF N N
DR DAVID WILLIS MARCUS 23 M PHD N Y NH S Y Y
New Client
To remove a client: Choose from R column, scroll down to click button.
Jobs
Agency Number Type Status Cost Completion Date
Address
T U Address
M 1701 FEDERATION WAY STE 10F ENTERPRISE, OR 97828
P 1701 FEDERATION WAY STE 10F ENTERPRISE, OR 97828
Income Summary
JAMES KIRK $3,000.00
DR DAVID WILLIS MARCUS $1,200.00
Household Summary
Total Income $4,200.00

Figure 4-1: Household View Screen

2. The "Residence View' screen will then appear (reference figure *4-2)*.

Re-Weatherized Residence Search Procedure

The following steps will allow you to search residences to determine if they have been previously weatherized.

Setup:

Starting on the 'Client Search' Screen.

1. Enter ONLY the physical address of the residence (Do not enter client information), selected the 'Show Residences with Jobs only' checkbox and select the 'Search' Button *(reference figure 4-2A)*.

Figure 4-2A: Client Search Screen

2. From the search results link *(reference figure 4-2B,* determine if any of the results are a match. If there is a match, select the corresponding address link *(reference figure 4-2B).* You will them be shown the 'Residence View' screen and all jobs will be display for that residence in the Jobs section (*reference figure 4-3).*

OPUS
Weatherization
Agency: OHCS
HOME | Log Out
Client | Program | Historical | Management | Reports | Help
Version 2.11.0T
Client
Search
View
New
Edit
Residence
View
New
Edit
Household
View
Mail/Ph Update
NCB Update
Move
Client to HH
HH to Residence
Merge HH
Client Search
(Type "Apt, Unit" etc. with #)
SSN/SYSID
Address 1701 FEDERATION WAY
#
First Name
City ENTERPRISE
Last Name
Zip 97828
Show Residence Info. only
Show Residences With Jobs only
When you Click in Search Results:
Client's SSN/SYS# = Household Screen
Client's Name = Client Screen
Residence Address = Residence Screen
A maximum of 100 results will be returned.
Search
Advanced Search
Search Results
SSN # | First Name | Last Name | Birth Year | Address | Unit | City
JAMES | KIRK | 1963 | 1701 FEDERATION WAY | STE 10F | ENTERPRISE
DAVID WILLIS | MARCUS | 1989 | 1701 FEDERATION WAY | STE 10F | ENTERPRISE
CAROLE | MARCUS | 1966 | 1701 FEDERATION WAY | STE 10F | ENTERPRISE
JEAN-LUC | PICARD | 1911 | 1701 FEDERATION WAY | STE 10F | ENTERPRISE
1701 FEDERATION WAY | STE 10F | ENTERPRISE
Timeout: 19:47
Data Classification: 3
Oregon Housing and Community Services
All Rights Reserved | Site best viewed with Internet Explorer 5.5 SP2 or higher
HOME | Logout

Figure 4-2B: Client Search Screen - Results

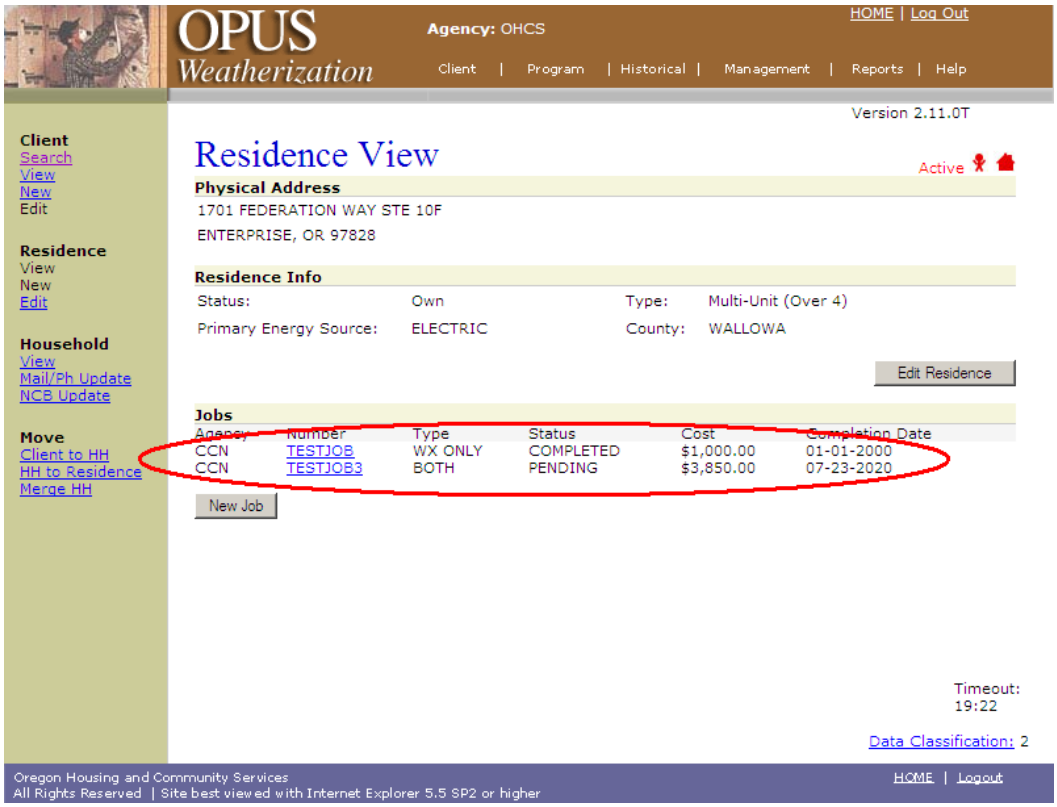


Figure 4-3: Residence View Screen

NEW Job

1. Click the 'New Job' button *(reference figure 4-4)* and the new Job Screen will appear *(reference figure 4-5A).* Fill in the pertinent information and click 'Save' button (*reference figure 4-5B).*

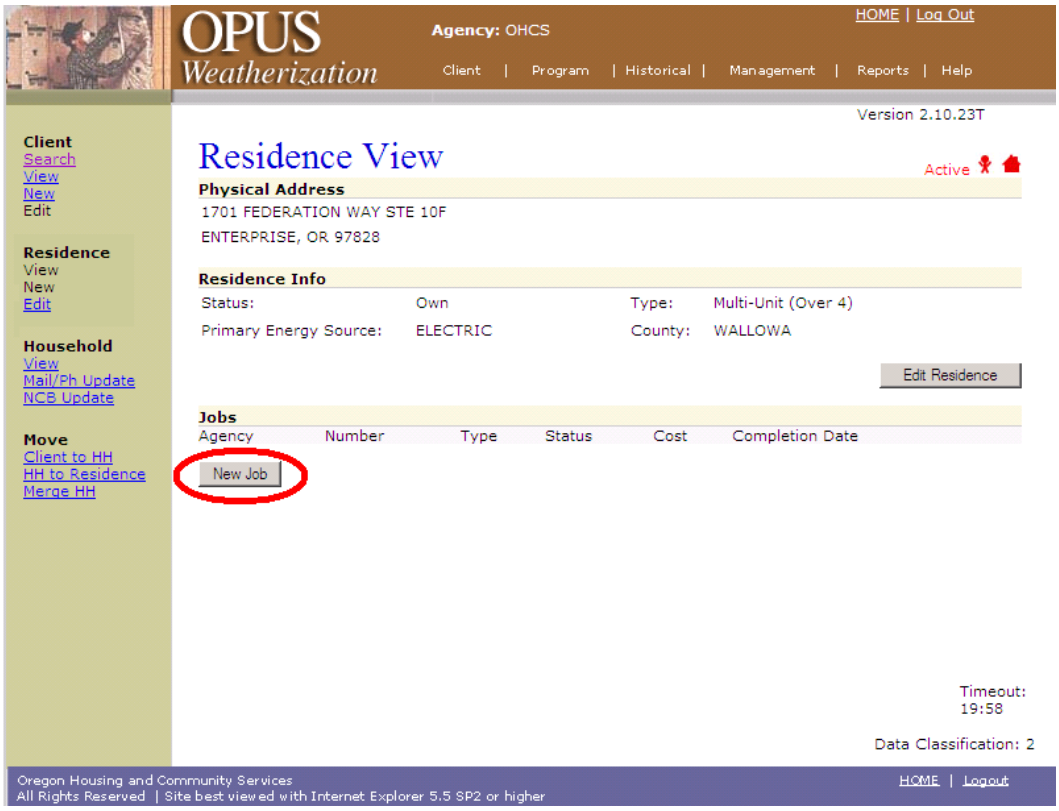


Figure 4-4: Residence View Screen

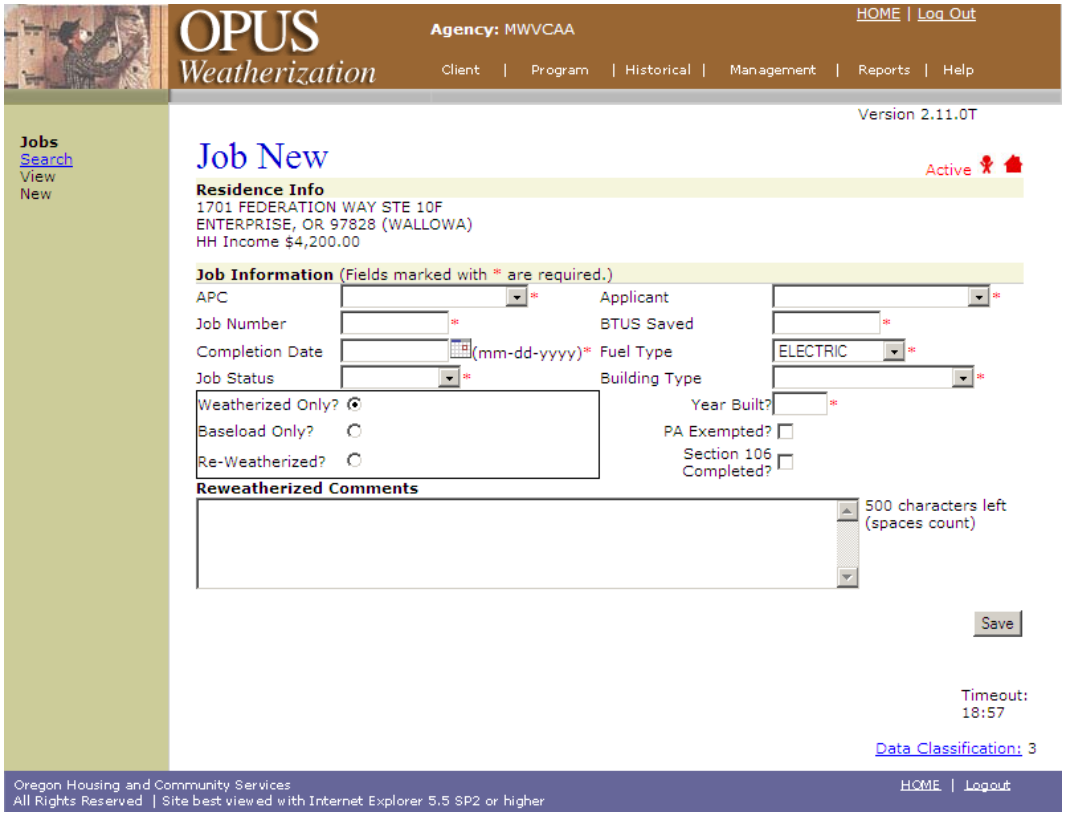


Figure 4-5A: New Job Screen

Figure 4-5B: New Job Screen – Filled Out

This section will allow you to fill in weatherization specific information. Following is the definition and requirements for each field.

APC: Choose appropriate APC from drop down list by County.

Applicant: Choose the household member who applied for services from the drop down list, unless the unit is vacant.

Job #: Insert your job number in this field (job numbers cannot be reused within the same agency)

BTU's Saved: Insert the total calculated BTU savings for the project. This field requires a number to be entered in the field. For pending jobs, enter "0".

Completion Date: Enter date of completion in this field. Date can either be entered directly or the calendar icon can be used to choose the date. For pending projects, enter the approximate completion date.

Fuel Type: Choose the primary heating fuel type from the drop down list.

Job Status: Choose one of the following options

- **Completed**: Final inspection completed and all measures passed inspection.
- **Pending:** Job is in progress but not completed. Unless the report has this option, pending jobs are not included in reports.
- **Void:** Use this option to void projects that have been cancelled. Voided projects will not show up in any reports.

Building Type: Choose the appropriate category for the project:

- **Mobile Owner** – Mobile/manufactured home (the mobile is owned by the client, they do not have to own the space).
- **Mobile Renter** – Mobile/manufactured home rented by the client.
- **Multi-Family** – Any project with 5 or more units is considered multi-family in OPUS. You must include an entry for each unit in OPUS in order for the project to be counted.
- **Duplex** – Two unit building. You must include two separate entries in OPUS.
- **Tri-plex** – Three unit building. You must include three separate entries in OPUS.
- **Four-Plex –** Four unit building. You must include four separate entries in OPUS.
- **Owner Single Family** – A site build conventional home, owned by the client.
- **Renter Single Family** – A site built conventional home, rented by the client.
- **Shelter** – For the purpose of determining how many dwelling units exist in a shelter, each 800 square feet of the shelter may count as a dwelling unit or it may count each floor of the shelter as a dwelling unit. A separate entry must be input into OPUS for each dwelling unit.

Weatherized Only: Highlight this button if the project received major weatherization measures. (This can include baseload also)

Baseload Only: Highlight this button if no major weatherization was completed (only baseload). Includes water savers, (showerheads, aerators etc.) Refrigerators, CFL's.

Re-Weatherized: Highlight this button only if the home has been previously weatherized by the low income WX program after 9/30/1994, and your program is performing additional weatherization. A comment is required if the re-weatherized box is checked. The comment must include date of previous weatherization and funding sources used.

Year Built: Enter the year the structure was built.

PA Exempted: Check this box if the project was exempt and did not require the submission the 106 form under the SHPO/OHCS programmatic agreement.

Section 106 Completed: Check this box if the project required a section 106 form to be completed and submitted to SHPO for approval**.**

You are now at the 'Job View' from this Screen you can view reports [weatherization client and Weatherization Job], Move Job, Edit Job Information, Update Jobs Costs (reference figure 4-6*).*

Figure 4-6: Job View Screen

MOVE JOB

1. There are two ways to move a job. The first example is from the 'Main Menu' under 'Program', 'Job Search' *(reference figure 4-7).* You can then search for the job via any of the criteria presented *(reference figure 4-8A).* Click on the appropriate job number link from the displayed search results *(reference figure 4-8B).*

Figure 4-7: Main Menu, Program, Job Search

Figure 4-8A: Job Search Screen

Figure 4-8B: Job Screen – Job Number

2. The second example is for the 'Household View' screen *(reference figure 4-9*). Click on the Job Number link in the Jobs Section of the 'Household View' screen *(reference figure 4-9).* *NOTE:* This option will only work if the job already has a household associated with it.

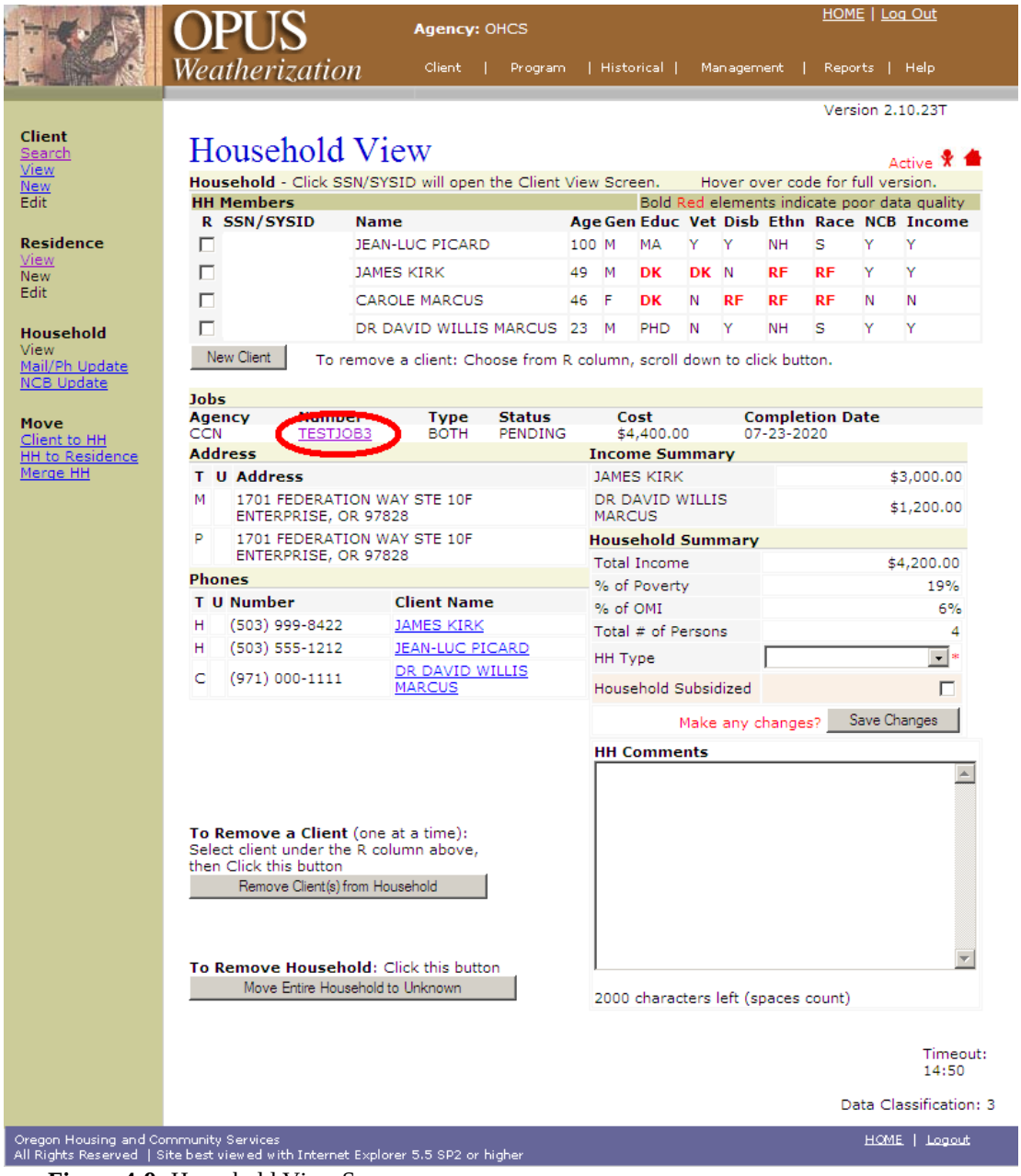

OPUS
Weatherization
Agency: OHCS
HOME | Log Out
Client | Program | Historical | Management | Reports | Help
Version 2.10.23T
Client
Search
View
New
Edit
Residence
View
New
Edit
Household
View
Mail/Ph Update
NCB Update
Move
Client to HH
HH to Residence
Merge HH
Household View
Active
Household - Click SSN/SYSID will open the Client View Screen. Hover over code for full version.
HH Members
Bold Red elements indicate poor data quality
R SSN/SYSID Name Age Gen Educ Vet Disb Ethn Race NCB Income
JEAN-LUC PICARD 100 M MA Y Y NH S Y Y
JAMES KIRK 49 M DK DK N RF RF Y Y
CAROLE MARCUS 46 F DK N RF RF RF N N
DR DAVID WILLIS MARCUS 23 M PHD N Y NH S Y Y
New Client
To remove a client: Choose from R column, scroll down to click button.
Jobs
Agency Number Type Status Cost Completion Date
CCN TESTJOB3 BOTH PENDING $4,400.00 07-23-2020
Address
T U Address
M 1701 FEDERATION WAY STE 10F ENTERPRISE, OR 97828
P 1701 FEDERATION WAY STE 10F ENTERPRISE, OR 97828
Phones
T U Number Client Name
H (503) 999-8422 JAMES KIRK
H (503) 555-1212 JEAN-LUC PICARD
C (971) 000-1111 DR DAVID WILLIS MARCUS
Income Summary
JAMES KIRK $3,000.00
DR DAVID WILLIS MARCUS $1,200.00
Household Summary
Total Income $4,200.00
% of Poverty 19%
% of OMI 6%
Total # of Persons 4
HH Type
Household Subsidized
Make any changes? Save Changes
HH Comments
2000 characters left (spaces count)
To Remove a Client (one at a time):
Select client under the R column above,
then Click this button
Remove Client(s) from Household
To Remove Household: Click this button
Move Entire Household to Unknown
Timeout:
14:50
Data Classification: 3
Oregon Housing and Community Services
All Rights Reserved | Site best viewed with Internet Explorer 5.5 SP2 or higher
HOME | Logout

Figure 4-9: Household View Screen

3. Click the 'Move Job' button *(reference figure 4-10)* and the 'Household to Job Move' Screen will appear *(reference figure 4-11).*

Figure 4-10: Job View Screen

4. Select the vacant residence radio button and click the 'Move Job' button *(reference figure 4-11)* and the 'Job View' Screen will appear *(reference figure 4-12).*

Figure 4-11: Household to Job Move

Figure 4-12: Job View – Moved Completed – Vacant Residence

NOTE: Screen now shows 'Job for a vacant residence. No client found!' (*reference figure 4-12*). You will see this message if the job has no household attached.

OPUS
Weatherization
Agency: OHCS
HOME | Log Out
Client | Program | Historical | Management | Reports | Help
Version 2.10.23T
Client
Search
View
New
Edit
Residence
View
New
Edit
Household
View
Mail/Ph Update
NCB Update
Move
Client to HH
HH to Residence
Merge HH
Household View
Active
Household - Click SSN/SYSID will open the Client View Screen. Hover over code for full version.
HH Members
Bold Red elements indicate poor data quality
R SSN/SYSID Name Age Gen Educ Vet Disb Ethn Race NCB Income
JEAN-LUC PICARD 100 M MA Y Y NH S Y Y
JAMES KIRK 49 M DK DK N RF RF Y Y
CAROLE MARCUS 46 F DK N RF RF RF N N
DR DAVID WILLIS MARCUS 23 M PHD N Y NH S Y Y
New Client
To remove a client: Choose from R column, scroll down to click button.
Jobs
Agency Number Type Status Cost Completion Date
Address
T U Address
M 1701 FEDERATION WAY STE 10F ENTERPRISE, OR 97828
P 1701 FEDERATION WAY STE 10F ENTERPRISE, OR 97828
Phones
T U Number Client Name
H (503) 999-8422 JAMES KIRK
H (503) 555-1212 JEAN-LUC PICARD
C (971) 000-1111 DR DAVID WILLIS MARCUS
Income Summary
JAMES KIRK $3,000.00
DR DAVID WILLIS MARCUS $1,200.00
Household Summary
Total Income $4,200.00
% of Poverty 19%
% of OMI 6%
Total # of Persons 4
HH Type
Household Subsidized
Make any changes? Save Changes
HH Comments
2000 characters left (spaces count)
To Remove a Client (one at a time):
Select client under the R column above,
then Click this button
Remove Client(s) from Household
To Remove Household: Click this button
Move Entire Household to Unknown
Timeout:
17:35
Data Classification: 3
Oregon Housing and Community Services
All Rights Reserved | Site best viewed with Internet Explorer 5.5 SP2 or higher
HOME | Logout

Figure 4-13: Household View Screen – After job moved completion

NOTE: Figure 4-13 now shows the job is no longer attached to the household.

Move Household to Vacant Residence

The following steps will allow you to move a Household currently in OPUS to a vacant residence that has jobs associated with it *(reference figure 4-14)*

Figure 4-14: Job View Screen – Vacant Residence

1. From the Household View screen select the 'HH to Residence' link of the Left Nav Bar *(reference figure 4-15).*

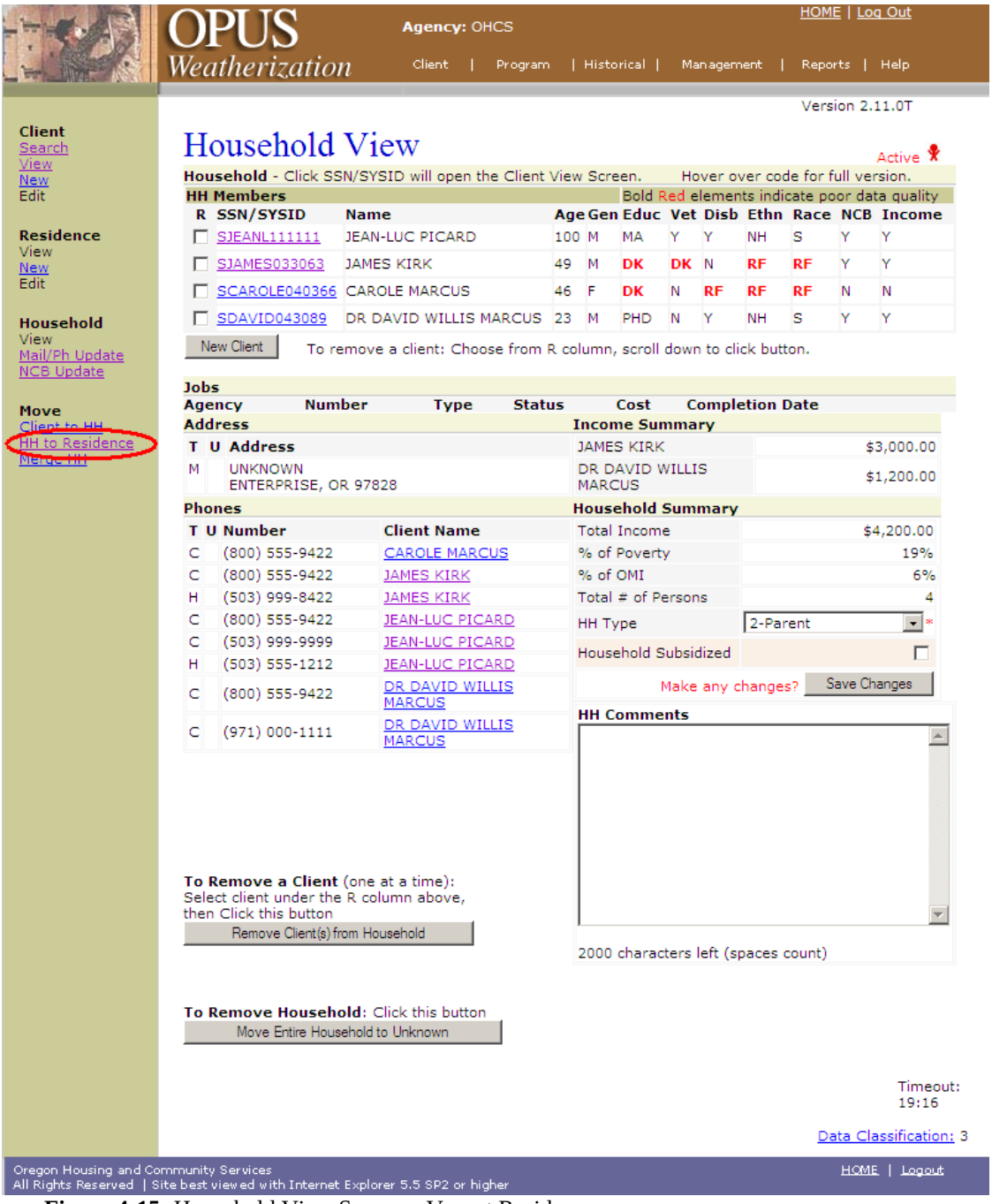

OPUS Weatherization
Agency: OHCS
HOME | Log Out
Client | Program | Historical | Management | Reports | Help
Version 2.11.0T
Client
Search
View
New
Edit
Residence
View
New
Edit
Household
View
Mail/Ph Update
NCB Update
Move
Client to HH
HH to Residence
Merge HH
Household View
Active
Household - Click SSN/SYSID will open the Client View Screen. Hover over code for full version.
HH Members
Bold Red elements indicate poor data quality
R SSN/SYSID Name Age Gen Educ Vet Disb Ethn Race NCB Income
SJEANL111111 JEAN-LUC PICARD 100 M MA Y Y NH S Y Y
SJAMES033063 JAMES KIRK 49 M DK DK N RF RF Y Y
SCAROLE040366 CAROLE MARCUS 46 F DK N RF RF RF N N
SDAVID043089 DR DAVID WILLIS MARCUS 23 M PHD N Y NH S Y Y
New Client
To remove a client: Choose from R column, scroll down to click button.
Jobs
Agency Number Type Status Cost Completion Date
Address
T U Address
M UNKNOWN ENTERPRISE, OR 97828
Income Summary
JAMES KIRK $3,000.00
DR DAVID WILLIS MARCUS $1,200.00
Phones
T U Number Client Name
C (800) 555-9422 CAROLE MARCUS
C (800) 555-9422 JAMES KIRK
H (503) 999-8422 JAMES KIRK
C (800) 555-9422 JEAN-LUC PICARD
C (503) 999-9999 JEAN-LUC PICARD
H (503) 555-1212 JEAN-LUC PICARD
C (800) 555-9422 DR DAVID WILLIS MARCUS
C (971) 000-1111 DR DAVID WILLIS MARCUS
Household Summary
Total Income $4,200.00
% of Poverty 19%
% of OMI 6%
Total # of Persons 4
HH Type 2-Parent
Household Subsidized
Make any changes? Save Changes
HH Comments
2000 characters left (spaces count)
To Remove a Client (one at a time):
Select client under the R column above, then Click this button
Remove Client(s) from Household
To Remove Household: Click this button
Move Entire Household to Unknown
Timeout: 19:16
Data Classification: 3
Oregon Housing and Community Services
All Rights Reserved | Site best viewed with Internet Explorer 5.5 SP2 or higher
HOME | Logout

Figure 4-15: Household View Screen – Vacant Residence

2. The 'Move Household to Residence' screen should now appear. Enter the 'FROM Household' information, the 'TO Residence' information and select the 'Search' button (reference figure 4-16A)

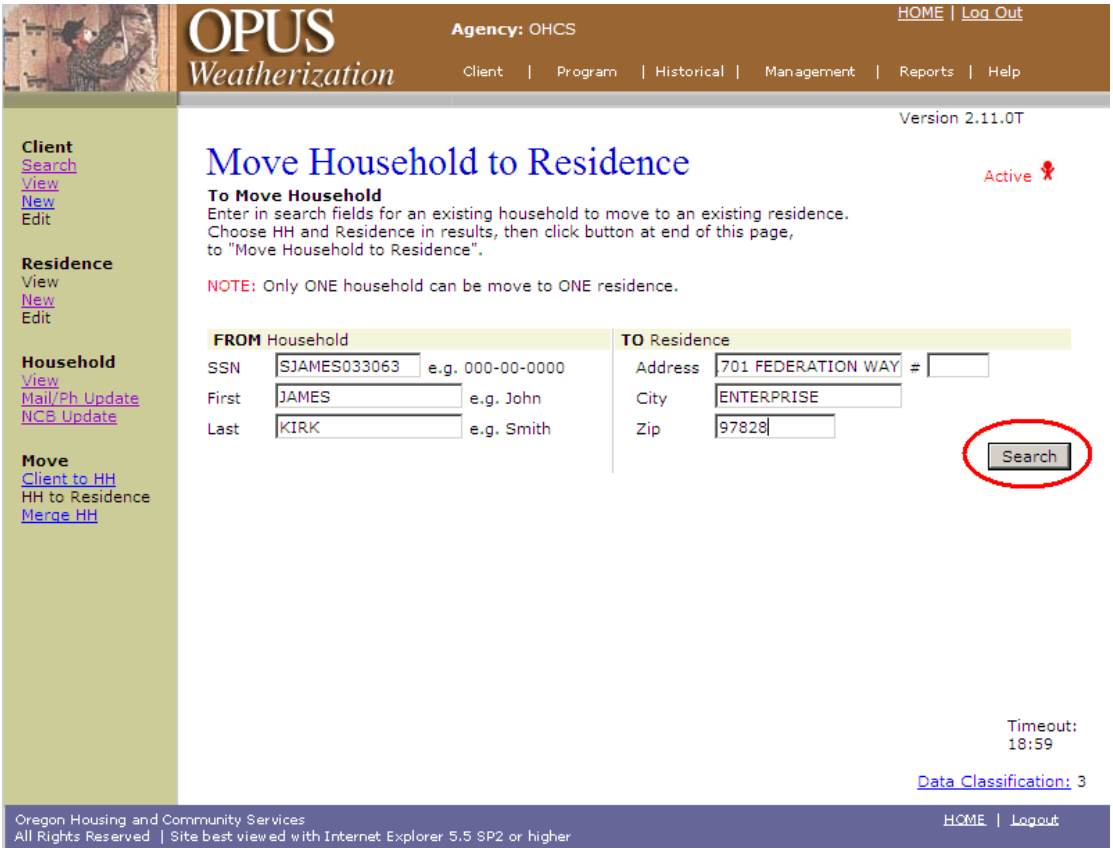


Figure 4-16A: Move Household to Residence screen

3. Select the button for the corresponding FROM Household and the TO Residence button. Verify you have made the correct selection if more than one is displayed and select the 'Move Household to residence' button (*reference figure 4-16B*).

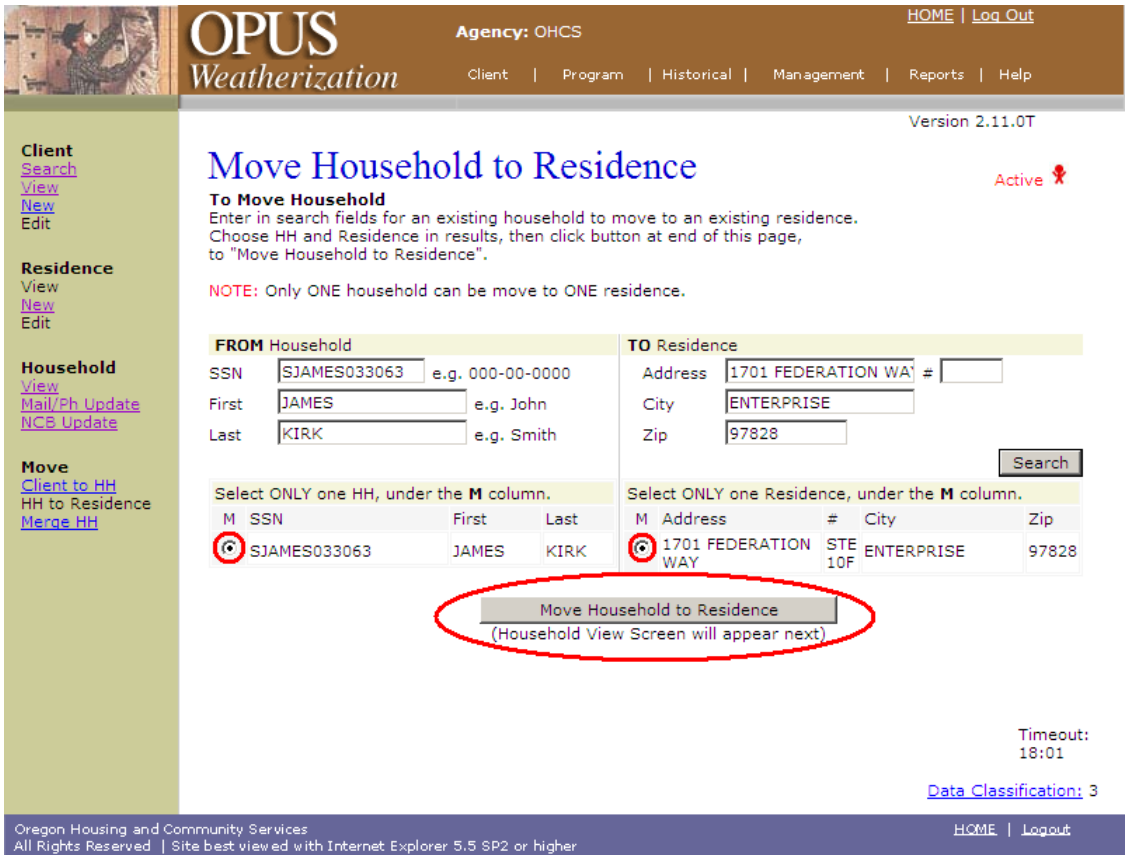


Figure 4-16B: Move Household to Residence screen – with selections

4. You have now moved the household into the new residence. The next step is to associate the job with the new household. From the 'Job Search" screen enter the 'Job Number' and select the 'Search' button *(reference figure 4-17A).* Select the corresponding job number from the resulting search list (*reference figure 4-17*B).

Figure 4-17A: Job Search Screen

Figure 4-17B: Job Search Screen - Results

5. You should now be at the Job View Screen. Select the 'Move Job' button (*reference figure 4-18).*

Figure 4-18: Job View Screen

6. You are now at the 'Household to Job Move' screen. Select the primary applicants name from the listing of available household members and select the 'Move Job' button (*reference figure 4-19*).

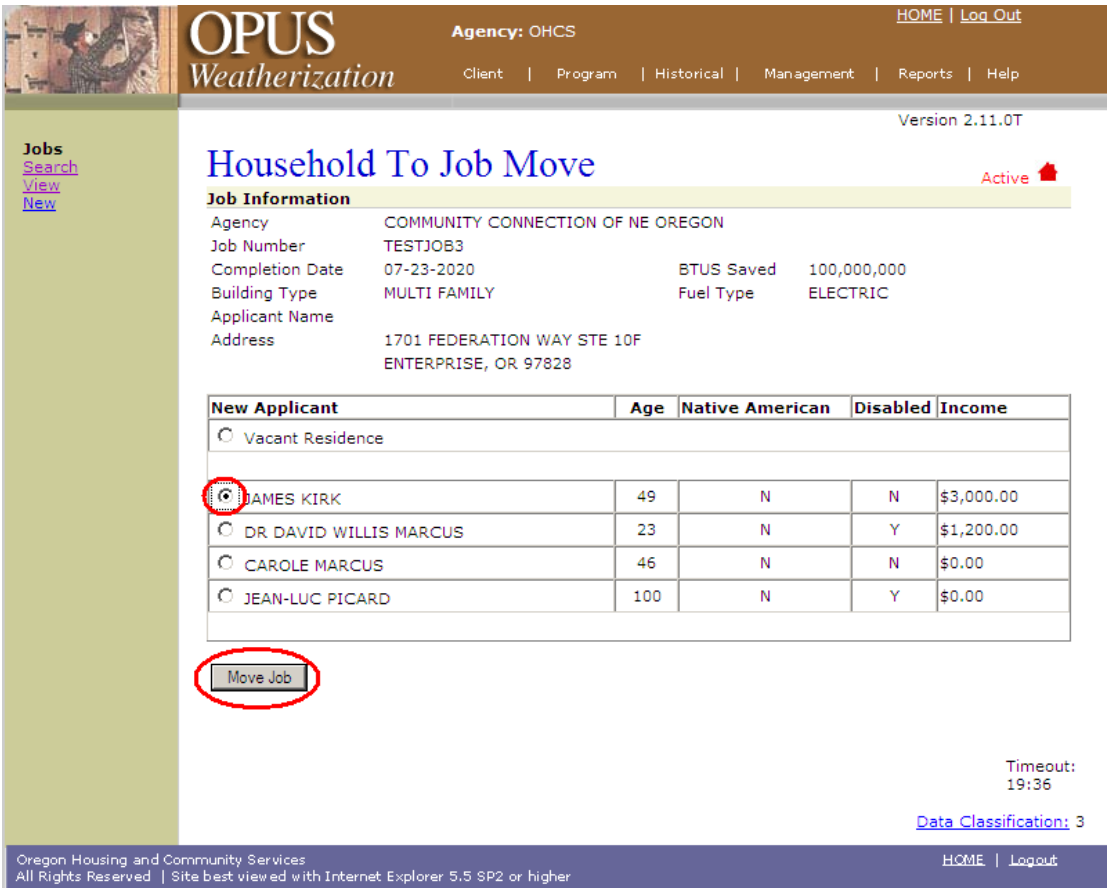

OPUS
Weatherization
Agency: OHCS
HOME | Log Out
Client | Program | Historical | Management | Reports | Help
Version 2.11.0T
Jobs
Search
View
New
Household To Job Move
Active
Job Information
Agency COMMUNITY CONNECTION OF NE OREGON
Job Number TESTJOB3
Completion Date 07-23-2020
BTUS Saved 100,000,000
Building Type MULTI FAMILY
Fuel Type ELECTRIC
Applicant Name
Address 1701 FEDERATION WAY STE 10F
ENTERPRISE, OR 97828
New Applicant | Age | Native American | Disabled | Income
Vacant Residence
JAMES KIRK | 49 | N | N | $3,000.00
DR DAVID WILLIS MARCUS | 23 | N | Y | $1,200.00
CAROLE MARCUS | 46 | N | N | $0.00
JEAN-LUC PICARD | 100 | N | Y | $0.00
Move Job
Timeout:
19:36
Data Classification: 3
Oregon Housing and Community Services
All Rights Reserved | Site best viewed with Internet Explorer 5.5 SP2 or higher
HOME | Logout

Figure 4-19: Job View Screen

As you can now see the job is now associated with the Kirk household at their current residence (*reference figure 4-20*).

Figure 4-20: Job View Screen - Updated

EDIT JOB

1. Click on the 'Edit Job Info' button *(reference figure 4-7)* to access the Edit Job Information Screen *(reference figure 4-21).*

2. Make any necessary changes and click the "Save' button.

Figure 4-21: Edit Job Information

3. Select 'Update HH Composition?' checkbox (reference figure 4-21) to update all household characteristics and residence information.

ADD/UPDATE JOB COSTS

1. Click on the 'Update Job Costs' button *(reference figure 4-7)* to access the Update Job Costs Screen (*reference figure 4-22).*

This section will allow you to enter job costs associated with a particular measure as well as funding sources utilized to complete the measure.

Enter funding source(s) used for each measure. Add comments for any unusual situation such as measure buy down or landlord contribution.

H&S other, H&S ASHRAE, Furnace replacement H&S, other and incidental repair require a comment be entered in the comment field.

OPUS
Weatherization
Agency: OHCS
HOME | Log Out
Client | Program | Historical | Management | Reports | Help
Version 2.11.0T
Jobs
Search
View
New
Job Cost New
Active
Job Cost Information
ARRA BPA DEP DOE ECHO LANDLORD LIHEAP RELIANT OTHER FUNDS
Ceiling Insulation 0.00 0.00 0.00 0.00 300.00 0.00 0.00 0.00 0.00
Floor Insulation 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Wall Insulation 1200.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Duct Insulation 300.00 0.00 0.00 0.00 200.00 0.00 0.00 0.00 0.00
Duct Sealing 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Air Infiltration 0.00 0.00 0.00 0.00 0.00 0.00 800.00 0.00 0.00
Window Replacement 0.00 0.00 0.00 0.00 0.00 0.00 200.00 0.00 0.00
Door Replacement 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
H&S - Other 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
H&S - ASHRAE 0.00 0.00 0.00 0.00 800.00 0.00 0.00 0.00 0.00
Incidental Repair 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Client Ed 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Baseload 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Furnace Repl - Cost Eff 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Furnace Repl - H&S 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Furnace Repair 0.00 0.00 0.00 0.00 0.00 0.00 50.00 0.00 0.00
Other 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Note: A comment is required when using H&S Other, H&S ASHRAE, Incidental Repair, Furnace Repl - H&S, and Other.
Comments
H&S ASHRAE - ASHRAE Compliant Fan Installed
1957 characters left (spaces count)
Save
Cancel
Timeout: 12:38
Data Classification: 1
Oregon Housing and Community Services
All Rights Reserved | Site best viewed with Internet Explorer 5.5 SP2 or higher
HOME | Logout

Figure 4-22: Update Job Cost Screen. **Note:** Cells are highlighted for ease of reading this manual.

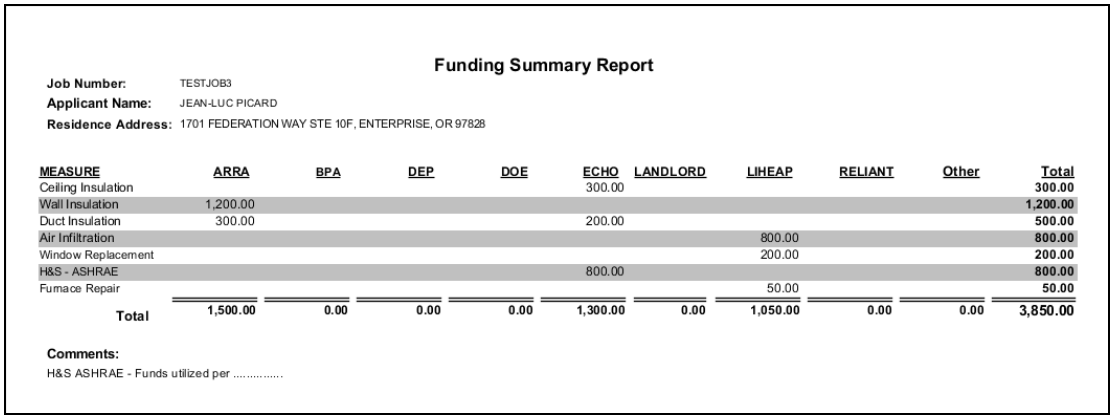
2. Make any necessary changes and click the "Save' button.

3. You now have access to three reports, the 'Funding Summary' report (*reference figure 4-23A),* the 'Weatherization Client' report (*reference figure 4-23B*) and the 'Weatherization Job' report (*reference figure 4-23C).*

H&S – ASHRAE, H&S – Other, and Furnace Replacement yes and no flags are set if you have at least one job cost that has been entered on the job cost screen *(reference figure 4-22).*

To access these reports click on the 'Funding Summary' button. (*reference figure 4-23).* the 'WX Client' button (*reference figure 4-23)* or the 'WX Job' button (*reference figure 4-23).*

Figure 4-23: Job View Screen with jobs costs



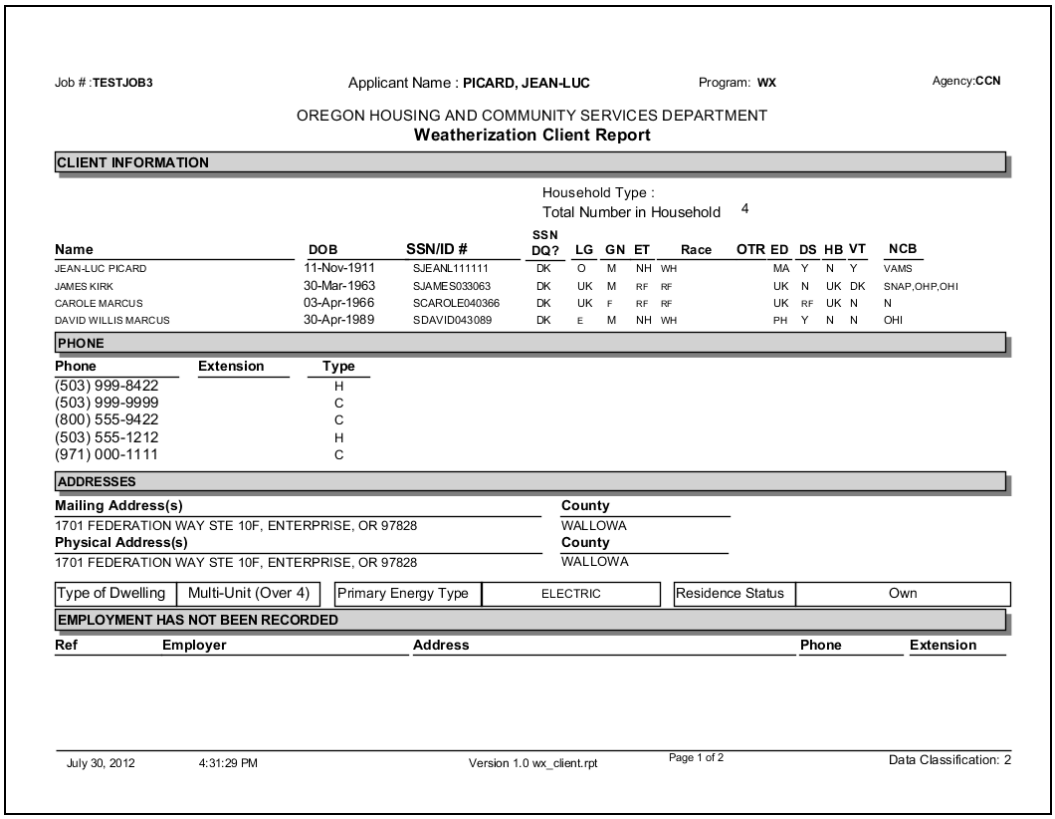
Funding Summary Report

Job Number: TESTJOB3
Applicant Name: JEAN-LUC PICARD
Residence Address: 1701 FEDERATION WAY STE 10F, ENTERPRISE, OR 97828

MEASURE	ARRA	BPA	DEP	DOE	ECHO	LANDLORD	LIHEAP	RELIANT	Other	Total
Ceiling Insulation					300.00					300.00
Wall Insulation	1,200.00									1,200.00
Duct Insulation	300.00				200.00					500.00
Air Infiltration							800.00			800.00
Window Replacement							200.00			200.00
H&S - ASHRAE					800.00					800.00
Furnace Repair							50.00			50.00
Total	**1,500.00**	**0.00**	**0.00**	**0.00**	**1,300.00**	**0.00**	**1,050.00**	**0.00**	**0.00**	**3,850.00**

Comments:
H&S ASHRAE - Funds utilized per .....

Figure 4-23A: Funding Summary



Job # :**TESTJOB3** Applicant Name : **PICARD, JEAN-LUC** Program: **WX** Agency:**CCN**

OREGON HOUSING AND COMMUNITY SERVICES DEPARTMENT
Weatherization Client Report

CLIENT INFORMATION

Household Type :
Total Number in Household 4

Name	DOB	SSN/ID #	SSN DQ?	LG	GN	ET	Race	OTR	ED	DS	HB	VT	NCB
JEAN-LUC PICARD	11-Nov-1911	SJEANL111111	DK	O	M	NH	WH		MA	Y	N	Y	VAMS
JAMES KIRK	30-Mar-1963	SJAMES033063	DK	UK	M	RF	RF		UK	N	UK	DK	SNAP,OHP,OHI
CAROLE MARCUS	03-Apr-1966	SCAROLE040366	DK	UK	F	RF	RF		UK	RF	UK	N	N
DAVID WILLIS MARCUS	30-Apr-1989	SDAVID043089	DK	E	M	NH	WH		PH	Y	N	N	OHI

PHONE

Phone	Extension	Type
(503) 999-8422		H
(503) 999-9999		C
(800) 555-9422		C
(503) 555-1212		H
(971) 000-1111		C

ADDRESSES

Mailing Address(s)	County
1701 FEDERATION WAY STE 10F, ENTERPRISE, OR 97828	WALLOWA
Physical Address(s)	**County**
1701 FEDERATION WAY STE 10F, ENTERPRISE, OR 97828	WALLOWA

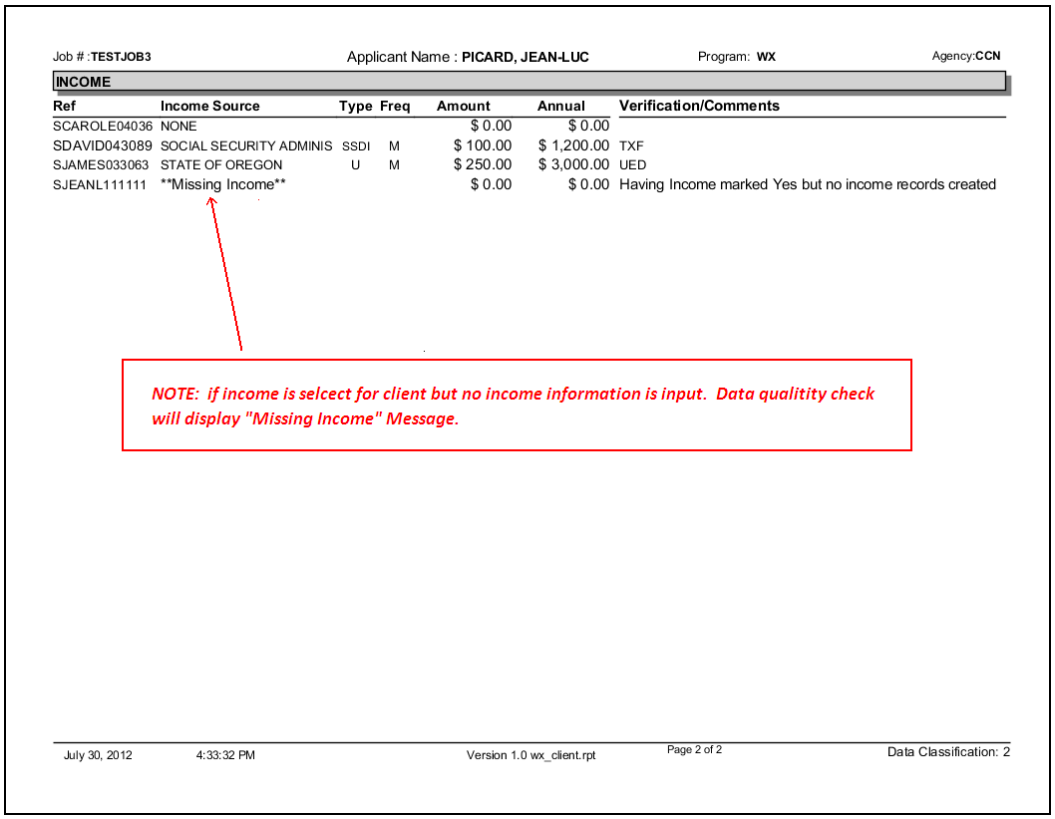
Type of Dwelling	Multi-Unit (Over 4)	Primary Energy Type	ELECTRIC	Residence Status	Own

EMPLOYMENT HAS NOT BEEN RECORDED

Ref	Employer	Address	Phone	Extension

July 30, 2012 4:31:29 PM Version 1.0 wx_client.rpt Page 1 of 2 Data Classification: 2

Figure 4-23B: Weatherization Client (Page 1)



Job # :**TESTJOB3** Applicant Name : **PICARD, JEAN-LUC** Program: **WX** Agency:**CCN**

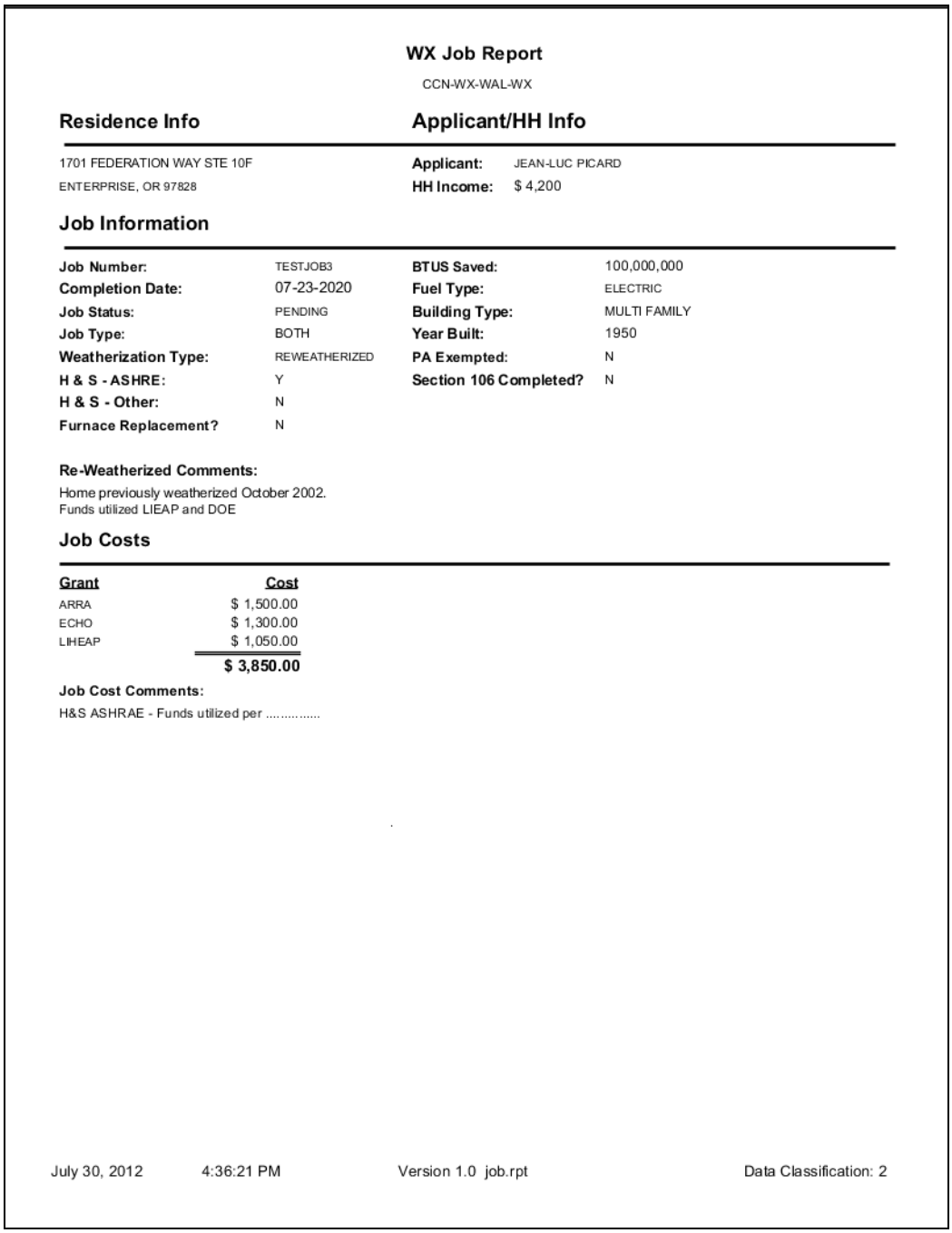
INCOME

Ref	Income Source	Type	Freq	Amount	Annual	Verification/Comments
SCAROLE04036	NONE			$ 0.00	$ 0.00	
SDAVID043089	SOCIAL SECURITY ADMINIS	SSDI	M	$ 100.00	$ 1,200.00	TXF
SJAMES033063	STATE OF OREGON	U	M	$ 250.00	$ 3,000.00	UED
SJEANL111111	**Missing Income**			$ 0.00	$ 0.00	Having Income marked Yes but no income records created

NOTE: if income is selcect for client but no income information is input. Data qualitity check will display "Missing Income" Message.

July 30, 2012 4:33:32 PM Version 1.0 wx_client.rpt Page 2 of 2 Data Classification: 2

Figure 4-23B: Weatherization Client (Page 2)



WX Job Report

CCN-WX-WAL-WX

Residence Info

1701 FEDERATION WAY STE 10F
ENTERPRISE, OR 97828

Applicant/HH Info

Applicant: JEAN-LUC PICARD
HH Income: $ 4,200

Job Information

Job Number:	TESTJOB3	**BTUS Saved:**	100,000,000
Completion Date:	07-23-2020	**Fuel Type:**	ELECTRIC
Job Status:	PENDING	**Building Type:**	MULTI FAMILY
Job Type:	BOTH	**Year Built:**	1950
Weatherization Type:	REWEATHERIZED	**PA Exempted:**	N
H & S - ASHRE:	Y	**Section 106 Completed?**	N
H & S - Other:	N		
Furnace Replacement?	N		

Re-Weatherized Comments:

Home previously weatherized October 2002.
Funds utilized LIEAP and DOE

Job Costs

Grant	Cost
ARRA	$ 1,500.00
ECHO	$ 1,300.00
LIHEAP	$ 1,050.00
	$ 3,850.00

Job Cost Comments:

H&S ASHRAE - Funds utilized per .....

July 30, 2012 4:36:21 PM Version 1.0 job.rpt Data Classification: 2

Figure 4-23C: Weatherization Job